

**LIMITED LIABILITY COMPANY--**  
**HOW TO CHANGE A NAME ON A LICENSE:**

*Please submit the following to the **BLC** office:*

1. LETTER OF EXPLANATION
2. ARTICLES OF ORGANIZATION, OPERATING AGREEMENT, RESOLUTION, ETC., INDICATING THAT EACH NEW LICENSEE IS AN **AUTHORIZED PERSON** ENTITLED TO ACT ON BEHALF OF THE LIMITED LIABILITY COMPANY
3. FINGERPRINT CARDS FOR NEW LICENSEE(S)
4. **SIGNED/NOTARIZED** LETTER OF RESIGNATION FROM PERSON BEING REMOVED FROM THE LICENSE
5. PASSPORT-SIZE PHOTO OF NEW LICENSEE(S). Please write person's name on a small post-it note and affix to the back of the photo
5. **MONEY** - ONE PERSON - \$163.25 (\$100 FOR CHANGE ON LICENSE/\$63.25 FOR FINGERPRINTS)  
TWO PEOPLE - \$226.50 (\$100 FOR CHANGE ON LICENSE/\$126.50 FOR FINGERPRINTS)

THE LICENSE SHALL BE APPLIED FOR AND BE ISSUED TO UP TO THREE OF THE **AUTHORIZED PERSONS** OF THE LIMITED LIABILITY COMPANY, AS INDIVIDUALS FOR THE USE OF THE LIMITED LIABILITY COMPANY. AT LEAST ONE OF THE **AUTHORIZED PERSONS** NAMED IN THE APPLICATION MUST HAVE RESIDED IN MONTGOMERY COUNTY FOR AT LEAST THE LAST TWO YEARS, AND CONTINUE TO DO SO. IF THERE ARE LESS THAN THREE **AUTHORIZED PERSONS** OF THE LIMITED LIABILITY COMPANY, ALL **AUTHORIZED PERSONS** SHALL MAKE THE APPLICATION.

AN AUTHORIZED PERSON DOES NOT NEED TO BE A MEMBER OF THE LLC.

**CORPORATION –**  
**HOW TO CHANGE A NAME ON A LICENSE**

*Please submit the following to the **BLC** office:*

1. LETTER OF EXPLANATION
2. CORPORATE MINUTES SHOWING THE ELECTION OF NEW OFFICER(S) TO BE ADDED TO LICENSE
3. FINGERPRINT CARDS FOR NEW OFFICER(S)/LICENSEES
4. **SIGNED/NOTARIZED** LETTER OF RESIGNATION OR CORPORATE MINUTES ACCEPTING THE RESIGNATION OR TERMINATION OF THE OUTGOING OFFICER/LICENSEE
5. PASSPORT-SIZE PHOTO OF NEW OFFICER(S) BEING ADDED TO THE LICENSE. Please write person's name on a small post-it note and affix to the back of the photo
6. MONEY - \$163.25 FOR ONE PERSON (\$100 FOR CHANGE ON LICENSE/\$63.25 FINGERPRINTS) – \$226.50 FOR TWO PEOPLE (\$100 FOR CHANGE ON LICENSE/\$126.50 FOR FINGERPRINTS)

ALL LICENSEES ON A CORPORATE LICENSE MUST BE OFFICERS OF THE CORPORATION.

THESE INSTRUCTIONS ONLY APPLY TO A CHANGE ON A LICENSE WHEN THE STOCK OWNERSHIP CHANGE IS 50% OR LESS. **ANY STOCK CHANGE *OVER* 50% REQUIRES A FULL TRANSFER APPLICATION.**